



## Stand Alone School-Age Program Initial or Re-Application Step-by-Step Guide

### APPLICATION

#### Log into your Quality Rated account

- Click the **CREATE APPLICATION** button ([Re-Application](#))
- Review Licensing Information displayed in the application
  - Updates/corrections to Facility, Owner, Operating, and Head Start information must be made in the licensing system
  - Contact your Child Care consultant provided under the Facility Information heading for assistance with changes
- **Part 1 Site Information** - Enter the following information as appropriate:
  - Owner Information
  - Program Official (Director) Information
  - Classroom Information
    - Enter the **number of classrooms** for each age group
    - Enter the total number of children enrolled
    - Enter the total number of children served daily
    - [Answer 'Yes' to the question asking if your program only provides after school care](#)
  - Demographic Information
- Review **Part 2 Current/Past Technical Assistance Services** - Check all that apply and enter others not listed
- Review **Part 3 Quality Accreditations** - Enter current accreditations and their expiration dates
- **Part 4 Annual Verification** - Not applicable
- Review **Part 5 Certification of Application** - Check all current compliance information
- Click box at the bottom of the page that says "*Checking this box indicates you have reviewed the information provided in this form and attest to its accuracy.*"
- Click SAVE at the bottom of the screen
- Click SUBMIT

### INITIAL or RE-APPLICATION PORTFOLIO

After your Application is approved, click the CREATE NEW PORTFOLIO button on your Home screen to create your Portfolio.

Carefully check the information in each Standard and [refer to the Rating Rubric for specific details on how points are earned.](#)

Remember to click SAVE in each Standard when updating or entering new information.



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### STANDARD 1 - Director and Teacher Qualifications

#### Staff Qualifications

- Review the list of staff members displayed from the GaPDS (Georgia Professional Development System)
  - Uncheck any staff member that is no longer employed (former employees will remain in Staff Qualifications until they change or delete their employer number from the GaPDS)
  - Each **NEW** employee must create a GaPDS account or change *the previous employer* information in the GaPDS, *if the employee is already registered*. Staff will automatically transfer to Standard 1 when the employer number is changed.
  - The **Incomplete** status indicates that the staff member **has NOT submitted their GaPDS profile**.
    - Receiving a PDS number does not indicate that the profile was submitted
    - The GaPDS Help Desk cannot view a person's profile until it is submitted
- Check credentials for expiration dates
- Staff must enter all new training in the GaPDS
  - Submit all new training certificates (Certificates can be directly uploaded into the staff member's GaPDS Profile. Other options are email, fax, and mail. For detailed information, select the GaPDS link at the bottom of the Quality Rated screen. Open the **GaPDS Help File** document and look in the **FAQs** section for "+ How do I submit my documents for verification?")
  - **Allow 60 days for credential verification in the GaPDS**
  - Training for the previous *12 months* from the date the Portfolio is submitted will be counted for Quality Rated purposes. Refer to the Rating Rubric for the specific number of hours required.
- Enter the number of Teachers and Administrators in the boxes located above the list of staff members
  - Staff members should only be counted as an administrator/director if their title reflects this role
- Check the box at the bottom of the screen to indicate that all staff listed are current and active
- Click SAVE on the bottom of the screen

#### Classroom Definition

- Add classroom(s) by selecting the Add New Classroom button
  - Enter a classroom name
  - Select the age group
  - Enter number of teachers and number of students
  - Enter the highest teacher:student ratio during the day
  - Enter the lowest teacher:student ratio during the day
  - Click SAVE
- Check the box at the bottom of the screen to indicate that the information in EACH classroom is correct

#### Teacher Class Assignment

- Add teacher assignments for EACH classroom
  - Click on the Add (+) icon in the right hand column of the classroom entry
  - Select a teacher from the dropdown list
  - Select the days of the week for the teacher
  - Enter hours for the teacher
  - Click SAVE at the bottom of the classroom screen
  - Repeat these steps until the teacher assignments for each classroom are complete
- Check the box at the bottom of the screen to indicate that the teacher assignments, days of the week, and hours are correct for EACH classroom



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### Professional Learning Plan (PLP)

- Click on the Professional Learning Plan link to retrieve the PLP form
- Each Staff member must complete a **NEW** Professional Learning Plan (*remember to include course or training number, core competency area and level of training*)
- Click the Add icon (+) next to each staff member's name to upload the new Professional Learning Plan
- Check the box at the bottom of the screen to indicate that a new PLP has been uploaded for EACH staff member

### National Accreditations

- Upload current National Accreditation certificate(s) reflecting the expiration date(s)
- Check the box at the bottom of the screen to indicate all certificates have been uploaded, or if no accreditations have been earned

## STANDARD 2 - Child Health, Nutrition, and Physical Activity

### Assessment

- Complete a **NEW** Nutrition and Physical Activity Assessment

### Nutrition Results

- Review results of the Nutrition Assessment
- Create a new annual Improvement Plan for one or more indicators
- Check the box at the bottom of the screen to indicate all improvement plans have been added

### Physical Activity Results

- Review results of the Physical Activity Assessment
- Create a new annual Improvement Plan for one or more indicators
- Check the box at the bottom of the screen to indicate all improvement plans have been added

### CPR/First Aid Cards

- All administrators and teaching staff must enter their CPR and First Aid certification credentials in the GaPDS under "Other Career Data"
- Check the box at the bottom of the screen to indicate that your staff's current CPR and First Aid credential information is in the GaPDS

### NIOST Health and Safety Webinar

- View the onscreen Webinar
- Answer the questions about the Webinar content
- Complete the Verification statement
- Check the box at the bottom of the screen to indicate all items have been completed



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### Written Health Information/Family Resources

- Upload a sample weekly menu plan
- Upload up to 5 other samples of evidence of written health information, family resources, and referrals for screenings
- Check the box at the bottom of the screen to indicate that all evidence has been uploaded

## STANDARD 3 - Family Engagement

### Family Engagement Survey

- Click on the link to assess your Family Engagement
- Review the checklist and select the practices you current use
- Return to the portfolio screen
  - Complete the Verification statement
  - Select the range for the number of practices currently used
- Check the box at the bottom of the screen to indicate all items have been completed

### Research Brief

- Read the Research Brief using the provided link
- Complete the Verification statement
- Answer the questions
- Check the box at the bottom of the screen to indicate all items have been completed

### Awareness Videos

- Staff members view the 2 videos located at the provided links
- Director/administrator checks the boxes beside each staff member's name to confirm viewing
- Director/administrator completes Verification statement
- Check the box at the bottom of the screen to indicate this section has been completed

### Family Engagement Program Self Assessment

- Complete the Family Engagement Self Assessment
- Read all the instructions first
- A minimum of one item for improvement must be checked
- Only the items checked ("*include in improvement plan*") will appear on the Family Engagement Improvement Plans (Goals) tab for selection
- Check the box at the bottom of the first screen to indicate that the assessment is complete

### Family Engagement Improvement Plans (Goals)

- Create a minimum of one Improvement Plan
- Check the box at the bottom of the screen to indicate that all your plans have been added



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### Family Engagement Written Evidence

- Upload up to 5 samples of evidence supporting Family Engagement
- Check the box at the bottom of the screen to indicate that all evidence has been uploaded

### Knowing Families and Their Culture

- Enter a plan for 3 strategies (For Re-Application, select 3 strategies not previously chosen)
- Check the box at the bottom of the screen to indicate that your 3 plans are completed

### Supporting and Engaging Families

- Enter a plan for 3 strategies (For Re-Application, select 3 strategies not previously chosen)
- Check the box at the bottom of the screen to indicate that your 3 plans are completed

## STANDARD 4 - Intentional Teaching Practices

### Curriculum Questionnaire

- Review the instructions before selecting the School-Age Curriculum Questionnaire link
- Enter the name of your curriculum
- Enter a brief narrative explaining how your curriculum supports the indicators described onscreen and written evidence that it is in alignment with the *Georgia Afterschool and Youth Development Quality Standards*
- Click the SAVE and CONTINUE button to go to the Checklist
- Answer each of the questions based on your current school-age curriculum
- Click the SAVE and CONTINUE button to return to the first screen
- Check the box at the bottom of the screen to indicate that the curriculum narrative and questionnaire are completed

### Lesson Plans

- Complete one (1) week of lesson plans for *each age group* using the Rating Rubric as your guideline
  - Include adaptations to accommodate children's individual needs
- Check the box at the bottom of the screen to indicate that you have uploaded lesson plans for *each age group*

### Program Assessment

- This section has 2 screens: [Staff and Staffing Practices](#) and [Programming Practices and Operations](#)
- Answer the questions about your current *Staff and Staffing Practices*
- Enter a goal for *Staffing* at the bottom of the screen
- Click SAVE and CONTINUE to go to the next screen
- Answer the questions about your current *Programming Practices and Operations*
- Enter a goal for *Programming* at the bottom of the screen
- Click SAVE and CONTINUE to return to the first screen
- Check the box at the bottom of the screen to indicate that you have completed all questions and 2 goals



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### Surveys

- Upload one completed Family Survey and one completed Student Survey from your program
- If needed, links are provided to survey templates that can be used to create your own surveys
- Check the box at the bottom of the screen to indicate that both types of completed surveys have been uploaded

## STANDARD 5 - Teacher:Student Ratios

### Teacher:Student Ratio Counts

- Enter one (1) day of ratios for EACH classroom.
  - All classroom ratios must be tracked on the SAME day
  - The day chosen must be within 30 calendar days of submitting the Portfolio
- Pay attention to the column labels
  - Number of **teachers in first column**
  - Number of **students in the second column**
- Check COMPLETE when all ratios have been entered for a classroom
- Click SAVE on each classroom ratio screen to retain the entered data

***Click on the SUBMIT PORTFOLIO button (upper right hand corner) to submit your Portfolio for review***

***No changes can be made AFTER your Portfolio is submitted***